

## JD 030\_ JOB DESCRIPTION FOR ASSISTANT MANAGER, FINANCE

### STANDARD LEVY INSPECTION - HEAD OFFICE

<b>Job Title</b>	<b>Assistant Manager, Levy Inspection</b>
<b>Grade</b>	KS 5
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Finance & Strategy
<b>Department</b>	Finance
<b>Division</b>	Standards Levy
<b>Section / Unit</b>	Standards Levy
<b>Location / Work Station</b>	KEBS Headquarters – Nairobi

<b>Reporting Relationships</b>	
<b>Reports to</b>	Manager – Standards Levy Inspection
<b>Direct Reports</b>	Principal Standards Levy Inspectors
<b>Indirect Reports</b>	Senior Standards Levy Inspectors Standards Levy Inspectors

<b>Job Purpose</b>
Coordinates development, implementation, monitoring, maintenance and review of standards levy strategies and procedures for purposes of collection and reconciliation of Standards Levy in compliance with the provisions of the Standards Levy Order in the assigned section. This is to enhance the revenue base and ensure financial sustainability of KEBS for purposes of facilitating and supporting KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA) and to promote local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43 (a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals

<b>Key Responsibilities/ Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>
a) Coordinates development, implementation, monitoring, maintenance, and review of standards levy strategies and procedures in the assigned section for purposes of complying with the provisions of the Standards Levy Order in support of KEBS mandate on Standards, Metrology and Conformity

Assessment (SMCA) and in realization of United Nations Sustainable Development Goals, Kenya Vision 2030 and African Union Agenda 2063.

- b) Coordinates implementation of the standards levy order through the collection and reconciliation of Standards Levy to enhance the revenue base and ensure financial sustainability for purposes of delivery of KEBS mandate;
- c) Leads in gathering and analyzing market intelligence for purposes of formulating competitive and emergent strategies to improving compliance to the standards levy order and facilitate delivery of corporate objectives;
- d) Guides in undertaking of Industry inspections, audits, financial analysis and investigation of all manufacturers liable for paying standards levy to ensure compliance with Standards levy order and other relevant laws and regulations;
- e) Coordinates maintenance of linkages and partnerships with National, Regional and International organizations to enhance efficiency in delivery of KEBS mandate;
- f) Coordinates with other departments, clients, government agencies and organizations to ensure that all standards levy revenues owed are collected and documented.
- g) Coordinates implementation, monitoring, evaluation, and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness, and sustained customer satisfaction in the section;
- h) Leads in implementation of the Risk Management Framework in the section to mitigate against the negative effects of risks and take advantage of opportunities;
- i) Coordinates development and implementation of business continuity strategies to ensure resilience and sustainability of section's processes, products and services;
- j) Coordinates identification and provision of the section's human and physical resources for effective implementation and achievement of strategic objectives.
- k) Coordinates implementation of performance management and productivity improvement strategies and policies in assigned section to ensure effective monitoring and evaluation of sectional processes, products, and services.

## **II. Operational Responsibilities / Tasks**

- a) Coordinates development, implementation, motoring and evaluation of work plans, budget, Medium term expenditure framework and procurement plans in the section;
- b) Liaises with KRA to ensure all standards levy revenue related to the assigned section collected is remitted to KEBS Account;
- c) Coordinates the maintenance and control of standards levy databases in the assigned section to ensure they are accurate and up to date;
- d) Coordinates the implementation of the section's resource mobilization strategies to enhance revenue base and ensure financial sustainability;
- e) Recommends the expenditure for the section to the Manager, Standards Levy Inspection;
- f) Provides technical advice to the Manager, Standards Levy Inspection and the other directorates on standards levy matters to ensure efficient and cost effective running of the organization in realization of KEBS mandate;
- g) Supervises setting of targets, reviews and approves section performance targets, monitors implementation and submits performance reports to the Manager, Standards Levy Inspection;

<ul style="list-style-type: none"> <li>h) Plans for standards Levy Industrial visits to ensure compliance with the Standards Levy order and improve on Levy revenues;</li> <li>i) Organizes for sensitization programs on standards levy matters to the manufacturers to improve on compliance with the provisions of the standards Levy Order;</li> <li>j) Provides technical advice to legal department and acts as an expert witness in courts, tribunals and legal committees on issues related to standards levy;</li> <li>k) Collaborates with other departments to enhance levy registration and collection;</li> <li>l) Coordinates identification and development of staff competencies in the section through formal training programs, mentorship, coaching and on-the-job training to deliver departmental objectives;</li> <li>m) Allocates duties and approves leave for direct reports</li> </ul>
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<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<ul style="list-style-type: none"> <li>a) Accountable for the section's budget of approximately KES 7.95 Million</li> <li>b) Oversees collection of standards levy of approximately KES 350 Million</li> <li>c) Implementation of cost minimization and resources optimization strategies</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for physical assets/intangible assets in the section.
<b>III. Decision Making / Job Influence</b>
Makes: <ul style="list-style-type: none"> <li>a) Operational decisions.</li> <li>b) Financial decisions.</li> </ul>
<b>IV. Working Conditions</b>
<ul style="list-style-type: none"> <li>a) Works occasionally in the office and predominantly in the field/industry.</li> <li>b) Expected travels within and outside the country.</li> </ul>

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
<ul style="list-style-type: none"> <li>a) Bachelor's degree in Business related field</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<b>Professional Qualifications</b> <ul style="list-style-type: none"> <li>a) Certified Public Accountant, CPA (K);</li> <li>b) Chartered Financial Analyst (CFA);or</li> <li>c) Certified Investment and Financial Analyst(CIFA)</li> <li>d) Association of Chartered Certified Accountants (ACCA).</li> </ul> <b>Membership to professional bodies</b> <ul style="list-style-type: none"> <li>a) Institute of Certified Public Accountant of Kenya (ICPAK) and in good standing;</li> <li>b) Institute of Certified Investment and Financial Analyst(ICIFA) and in good standing;</li> </ul>

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| c) | Institute of Chartered Accountants (ICA) and in good standing or  |
| d) | Chartered Financial Analyst Institute (CFAI) and in good standing |
| e) | Kenya Institute of Management                                     |
| f) | Institute of Economic Affairs (Kenya)                             |

**Previous relevant work experience required.**

At least 8 years work experience out of which 3 years must be in a Supervisory level.

**Functional Skills, Behavioural Competencies/Attributes:**

**Functional**

- a) Financial management skills
- b) Auditing skills
- c) Analytical skills**
- d) Investigation skills
- e) Negotiation skills
- f) Project management skills
- g) Information, communication, and technology skills
- h) Presentation skills
- i) Report writing

**Behavioural**

- a) Counselling skills.
- b) Problem solving skills
- c) Time management skills
- d) Communication skills
- e) Interpersonal skills